

*BEST COPY  
Available*

6/17/98

Conversion Factors for Measuring Records Holdings in Cubic Feet

<u>Unit of Measurement</u>	<u>Cubic Foot Equivalent</u>
<u>Correspondence Files</u>	
One drawer, letter size cabinet -----	1½
One drawer, legal size cabinet -----	2
One open shelf-file unit, letter size -----	2½
One open shelf-file unit, legal size -----	3
<u>Card Files</u>	
One linear foot, 3x5 cards -----	1/10
One linear foot, 4x6 cards -----	1/6
One linear foot, 5x8 cards -----	1/4
One linear foot, tab cards -----	1/6
or 10,000 tab cards -----	1
<u>Other</u>	
One bookcase section -----	2½
Map cabinets and other outsized equipment -----	Inside cubic measurement

C I A INTERNAL USE ONLY

29 April 1959

Costs To Store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

AGENCY OFFICE COSTS

Equipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259.  
Amortized over 10 years, this equipment would cost \$25.90 per year  
or \$3.24 for one cubic foot capacity ----- \$ 3.24

Space

One cubic foot of records requires one square foot of floor space- 2.50

Labor

One clerk can service 96 cu. ft. of records (Remington Rand,  
"How to Measure Your Filing Costs and Efficiency"). Salary to  
service one cu. ft. for one year by a GS-4d Clerk @ \$4,040 a  
year would be ----- 42.00

Total ----- \$ 47.74\*

AGENCY RECORDS CENTER COSTS

Space and Shelving

Total costs of Center ----- \$686,889  
Total cost per year based on 10 year amortization ----- \$68,689  
Cost per cu. ft. per year based on 100,000 cu. ft. capacity ----- \$ .69

Records Center Box ----- .11

Labor (Calendar Year 1958)

\$80,000 in .01 funds to handle 48,615 cu. ft. of records (41,102 cu. ft.  
on hand at end of year, 7,513 cu. ft. destroyed during year)----- 1.65

Total ----- \$2.45\*\*

\* At 2,000 pieces of paper per cu. ft., = 2.3¢ per piece of paper.

\*\* At 2,000 pieces of paper per cu. ft., = 1/10¢ per piece of paper.

REQUESTS FOR SERVICE  
Received by the Records Center

<u>CHANNELS USED</u>	<u>1 9 5 8</u>			<u>1 9 5 9</u>		
	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
Mailed Direct by Requester	986	909	1,054	928	930	952
Phoned Direct by Requester	46	62	86	132	154	103
Relayed by RMS by Mail	80	67	76	22	26	33
Relayed by RMS by Phone (as directed by Requester)	131	125	136	169	141	178
TOTAL REQUESTS	1,243	1,163	1,352	1,251	1,251	1,266
Requests Received Thru Mail	1,066	976	1,130	950	956	985
Requests Received Over Phone	177	187	222	301	295	281
TOTAL REQUESTS	1,243	1,163	1,352	1,251	1,251	1,266
Total RMS Relays By Phone and Mail	211	192	212	191	167	211

COURIER RECEIPT AND LOG RECORD	
FROM	NO. B-000001
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE(S)
	PACKAGE(S)
	OTHER
LOG DATA (Remove this copy from set before filling in)	DATE AND TIME OF PICK-UP
	COURIER'S INITIALS
1	ORIGINATING OFFICE LOG

FROM	NO. B-000001
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE
	PACKAGE
	OTHER
REMOVE THIS COPY FROM SET BEFORE RECEIPTING FOR MATERIAL	
SIGNATURE OF RECIPIENT ( <i>Not initials</i> )	DATE AND TIME OF RECEIPT
2	COURIER'S RECEIPT

FROM		NO. B-000001	
		DATE	
TO:		TYPE OF MATERIAL	
		ENVELOPE(S)	
		PACKAGE(S)	
		OTHER	
LOG DATA			
3			

FROM		NO. B-000001	
		DATE	
TO:		TYPE OF MATERIAL	
		ENVELOPE(S)	
		PACKAGES(S)	
		OTHER	
LOG DATA			
4			